

MACINTOSH SERIES

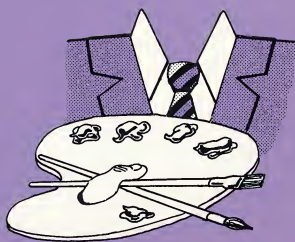
# StripWare™

## MacART FOR BUSINESS

by Patricia Frank

Contains three art files for MacPaint:

- Monograms
- Memos
- Borders



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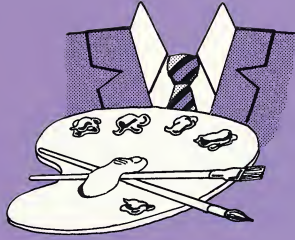
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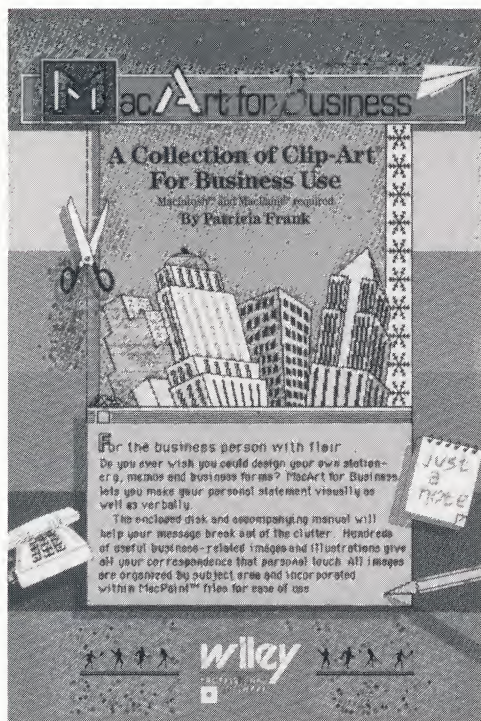
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## MacArt for Business

by Patricia Frank

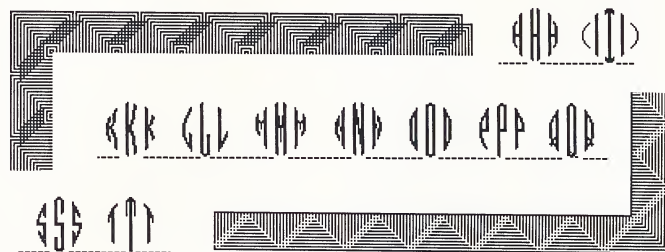
For the business person with flair . . . design your own stationery, memos, and business forms. These art files for MacPaint let you make your personal statement visually as well as verbally.

Because of the flexibility of the Macintosh, and the power of the applications that run on the machine, you have the ability to modify these graphic images extensively—moving, reducing, enlarging, distorting, adding, overlaying, or inserting into blocks of text.

In order to move these images to other MacPaint or MacWrite files, you must first select the image with the Lasso or the Rectangle. Once you've selected an image, select Copy from the Edit menu and quit the file by clicking the Close box. The image will then be stored in temporary memory until you Copy or Cut something else.

Open the document in which you want to position the image. When you are Pasting into a word processor such as MacWrite, position your cursor on the line where you want the top of the image. In MacPaint, you can move an image anywhere in the window after you have pasted it. Use the Paste command from the Edit menu to add the stored image.

Hint for sizing an image: After selecting and copying an image, use the Rectangle tool for positioning. The image will be sized and proportioned to fit the rectangle you've drawn. If you don't like the result, select Undo from the Edit menu, and try again.



## Reading MacART

The following sets of data strips contain three files for MacPaint: MONOGRAMS, MEMOS, and BORDERS.

We've numbered each data strip in the order it must be read into your computer. If you need additional help reading a data strip, refer to your reader instruction manual. Your Cauzin communications program also contains help screens to assist you.

After you read the strips, the files can be loaded into MacPaint and used with many Macintosh word processors. From the Finder, double click on the icon of the file you want. If MacPaint is also available, the file will be opened. From within MacPaint, choose Open from the File Menu, select the file you want, and click the Open button.

### MEMORANDUM





## USING MONOGRAMS

The MONOGRAMS data strips feature three versions of each letter. Using the Lasso, circle individual letters, making sure to pick up part of the dotted guide lines. In this way you can horizontally align all the characters.

When you've constructed the monogram you want, make sure to erase the guidelines. Experiment using Invert and/or Trace Edges from the Edit menu. You can size the monogram to fit your application by Copying with the Rectangle tool.

## USING MEMOS

One set of data strips, called MEMOS, has five headings for a memo. Use the Lasso or Rectangle to select the heading you want and click Copy from the Edit menu. Close the MEMO file and open a new one. Use Paste from the Edit menu to put the heading in the active window.

Modify any of these by using MacPaint fonts, or fonts you've created. Experiment by extending these headings to fit your specific page width by lengthening or repeating parts of the heading designs.

2

1

### MONOGRAMS

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### MEMOS

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## USING BORDERS

Open the BORDERS file and use the Lasso to select the border you want. Select Copy from the Edit menu to save the image. After you Paste the border into the new window, you can position it with the cursor. Use the rectangle to make the border larger or smaller.

Duplicate the border by selecting it (Lassoing it) and then pressing the OPTION key. Use the Rotate, Flip Vertical, and Flip Horizontal options to orient your border on the page. Use these borders around a letterhead, a diploma, a coupon, or around the entire page.

| 2

| 1

### BORDERS

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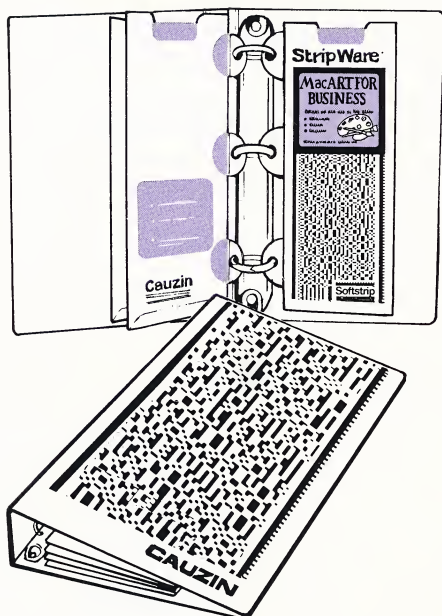
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